

MONROE COUNTY

JOB DESCRIPTION

Position Title: VETERANS SVC COUNSELOR		Date: 03/25/99
Position Level: 8	FLSA Status: Nonexempt	Class Code: 8-12

GENERAL DESCRIPTION

Primary function is to counsel and assist Veterans in obtaining and accessing the Veterans Administration Programs.

KEY RESPONSIBILITIES

1. *Provide office counseling and assistance of Veterans.
2. *Process VA claim applications for Veterans.
3. Assist Veterans by phone.
4. *Perform field visits outside the office assisting Veterans.
5. Perform other administrative duties as assigned.

* Indicates an “essential” job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

Position Title: VETERANS SVC COUNSELOR	Class Code: 8-12	Position Level: 8
---	-------------------------	--------------------------

KEY JOB REQUIREMENTS	
<i>Education:</i>	Vocational or Technical School required.
<i>Experience:</i>	2 to 3 years.
<i>Impact of Actions:</i>	Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department.
<i>Complexity:</i>	Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations.
<i>Decision Making:</i>	Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in facts and/or conditions.
<i>Communication with Others:</i>	Requires regular internal and external contacts to carry out programs and to explain specialized matters. Occasionally requires contact with officials at higher levels on matters requiring cooperation, explanation and persuasion, as well as with the public involving the enforcement of regulations, policies and procedures.
<i>Managerial Skills:</i>	Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.
<i>Working Conditions/Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.
<i>On Call Requirements:</i>	None.
<i>Other:</i>	Valid Fla. Dr. License. Must be an honorably discharged wartime veteran. Must qualify under Section 292.11, Florida Statutes. Must complete the basic course as well as the Service Officers Course taught by the Florida Department of Veterans Affairs.

APPROVALS		
<i>Department Head:</i>		
Name: _____	Signature: _____	Date: _____
<i>Division Director:</i>		
Name: _____	Signature: _____	Date: _____
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

Position Title: VETERANS SVC COUNSELOR	Class Code: 1146	Position Level: 8
---	-------------------------	--------------------------

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____

